

Virginia
Recreational Trails Program
2012

Department of Conservation and Recreation
Division of Planning and Recreational Resources
203 Governor Street, Suite 326
Richmond, Virginia 23219-2010



Table of Contents

| | Page |
|---|-------------|
| Important Points | 3 |
| Program Eligibility | 4-6 |
| Project Classification & Categories | 6-7 |
| Grant Request Amounts | 7 |
| Matching Funds | 8-10 |
| Reimbursement Program | 10 |
| Grant Process and Timeline | 11-12 |
| Instructions for submitting the RTP Application | 13 |
| Instructions for submitting the Phase II Environmental Documentation | 13 |
| Administering Your Recreational Trail Grant | 14-18 |
| Appendix A: Designated Trails List | 19-21 |
| Appendix B: Letter of Commitment | 22-23 |
| Appendix C: Disadvantage Business Enterprise Policy & Procedures | 24-26 |
| Appendix D: Procurement Guidelines | 27-35 |
| Appendix E: Reimbursement Forms | 36-40 |
| Appendix F: Extension Policy | 41-42 |
| Appendix G: Other SAFETEA-Lu Funding Programs | 43-44 |
| Appendix H: Environmental Review and Public Commenting Phase | 45-53 |
| Appendix I: Governing Body Resolution Sample | 54-55 |
| Appendix J: Recreational Trails Program Signature Page and Landowner Permission Form | 56-57 |
| Appendix K: Recreational Trails Program 2012 Scoring Criteria | 58-62 |

VIRGINIA RECREATIONAL TRAILS PROGRAM

The Recreational Trails Program (RTP) is a matching, reimbursement grant program established for the purposes of providing and maintaining recreational trails and trails-related facilities. It is funded through the Federal Highway Administration (FHWA), which establishes a program for allocating funds to the States for recreational trails. The state agency responsible for administering the program in Virginia is the Department of Conservation and Recreation (DCR).

RTP funds represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. Grant funding may be provided to non-profit organizations, city governments, county governments, or other governmental entities, but must consider guidance from the Virginia Recreational Trails Advisory Committee. Program requirements mandate that 30% of the available funds be used for motorized recreational trail uses, 30% for non-motorized recreational trails and 40% for trails with the greatest number of compatible recreational purposes and/or those that provide for innovative recreational trail corridor sharing (multiple-use trails).

The RTP is a reimbursement program, meaning that the sponsoring agency should be capable of financing the project while requesting periodic reimbursements. All project applications must have a 20% (minimum) sponsor match in total cost. Planning proposals, gap analysis, and feasibility studies are not eligible for funding through this program.

DCR intends that RTP grant funding be used to enhance trail opportunities by achieving results that would not otherwise be possible. Therefore, RTP grants that replace other potential or actual trail funding will not be awarded.

RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function.

Grant requests are limited to a minimum of not less than \$25,000 and no more than \$200,000.

The funding competition is a two-step process: The RTP Application followed by the Environmental Review phase.

The RTP Application deadline is 13 April 2012. Applications must be received no later than 4:00 pm on 13 April 2012. Applications received after this time and date will not be considered.

RTP Applications should be sent to:

**Virginia Recreational Trails Program
Department of Conservation and Recreation
203 Governor Street, Suite 326
Richmond, Virginia 23219-2010
(804.786.4379)**

Important Points

- **Applicants with active recreation grants with DCR should contact the RTP Administrator for eligibility for the 2012 RTP grant cycle.**
- This is a **reimbursement program**; therefore, **the grant recipient must pay 100% of the cost of any eligible item before submitting a request for reimbursement.**
- Projects funded with RTP are to be consistent with needs established by 2007 *Virginia Outdoors Plan* www.dcr.virginia.gov/recreational_planning/vop.shtml. One criterion for all trail proposals is to explain how a proposed project or program will accomplish a specific strategy or recommendation listed in the 2007 *Virginia Outdoors Plan*.
- RTP reimburses up to 80% of a project's total eligible costs not exceeding the maximum approved grant award amount. Applicants must demonstrate the ability to fund the project while seeking periodic reimbursement.
- Written assurances/permission for trails crossing land not owned by the applicant is required.
- The funding competition is a two step process: The RTP Application followed by the Environmental Review phase.
- Applicants are highly advised to read the grant manual thoroughly **before** submitting a RTP Application.
- This manual reflects the most recent Federal Highway Administration guidance on the Recreational Trails Program and supersedes all previous guidance materials prepared by the Virginia Department of Conservation and Recreation.
- Applicants are encouraged to call the RTP Administrator at 804.786.4379, with specific questions about the program.
- Advancing to the second phase of the grant cycle competition is not a guarantee of funding. Only projects that meet the intent of the RTP and are in harmony with the mission of the Department of Conservation & Recreation will be selected for funding.
- RTP grants are for projects that are primarily recreational in nature, rather than serving a more utilitarian transportation function. Therefore proposals best suited to the Safe Routes to School Program or Transportation Enhancement Program will be advised to seek funding through those programs.

• **PROGRAM ELIGIBILITY**

Eligible Entities:

Grants may be awarded to any of the following:

- Municipalities (cities, towns, counties, etc.)
- State agencies (State Parks, Forestry, Game & Inland Fisheries, etc.)
- Federal government agencies (Federal applicants need to be aware that the combined total of RTP funds and matching funds cannot exceed 95% federal funds on any given project.)
- Other government entities (regional park authorities, etc.)
- Non-profit organizations: A qualified non-profit organization is one that meets the following criteria:
 - 1) Registered within Virginia as a non-profit for at least 5 years,
 - 2) Can name a successor at the time of any change in organizational status (for example, dissolution),
 - 3) Does not discriminate on the basis of age, disability, gender, income, race, religion,
 - 4) Can demonstrate the capability both fiscally and administratively of managing a federal grant.
- Applicants that currently have active grants with DCR that are significantly behind schedule will not be considered for funding in the 2012 RTP competitive grant cycle. Other applicants with active grants should contact RTP Administrator to determine eligibility.

Eligible Projects:

A grant recipient may use monies received under this program for:

- Development of trail linkages.
- Construction of new trails.
- Restoration of existing recreational trails (includes restoration of backcountry terrain damaged by usage).
- Development/rehabilitation of trailside and trailhead facilities. This includes trail components or associated facilities which serve the purpose of improving the use of or safety of the recreational trail, and may include, but are not limited to the following: drainage, crossings, stabilization, parking, signage, controls, shelters, water, sanitary, and access facilities, trail bridge restorations. "Rehabilitation" means extensive repair needed to bring a facility up to standards suitable for public use or to protect resources. Trailside and trailhead facilities should have a direct relationship with a recreational trail.

- Provision of features that facilitate the access and use of trails by persons with disabilities.
- Development of motorized trails except as noted under “uses not permitted.
- Fee simple or easement acquisition for trails or for trail corridors in harmony with trail needs identified in the *2007 Virginia Outdoors Plan* or local trails plan or comprehensive plan. Be advised RTP legislation prohibits condemnation of any kind of interest in property. Therefore, acquisition of any kind of interest in property must be from a willing landowner or seller. All acquisitions must comply with federal and state law; specifically, they must be done in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646, as amended and the Uniform Appraisal Standards for Federal Land Acquisitions <http://www.usdoj.gov/enrd/land-ack/yb2001.pdf>. Proposals for easement or acquisition must also involve a trail development component. Fee simple acquisitions will require the use of the property **in perpetuity** for public outdoor recreation. Easements must allow for public trail use for at least 25 years, however, in perpetuity is preferred and will be given preference in making project selections.
- Construction of new trails crossing federal lands if such proposals are supported by the *2007 Virginia Outdoors Plan*, applicable federal land management plans, and state and federal management agencies responsible for compliance with applicable state and federal laws.

Eligibility Conditions on Pubic Lands and Private Lands:

Work on Public Lands-Applicants submitting proposals for work on lands owned by another public entity are required to enter into a separate agreement with the public agency to undertake work on the land prior to issuance of a RTP Project Agreement from DCR. In order for the Department of Conservation & Recreation to enter into a RTP Project Agreement, the applicant must submit a Landowner Permission Certification Form prior to issuance of a RTP Project Agreement. This form must be included with the RTP application.

Work on Private Lands- Public access to private lands must be secured. In order for the Department of Conservation & Recreation to enter into a RTP Project Agreement, the applicant must submit a Landowner Permission Certification Form prior to issuance of a RTP Project Agreement. This form must be included with the RTP application.

Uses not permitted:

A grant recipient may not use monies received under this Act for:

- Condemnation of any kind of interest in property.

- Upgrading, expanding, or otherwise facilitating motorized use or access to trails that prior to May 1, 1991, were predominantly used by non-motorized trail users, and on which motorized use was either prohibited or had not occurred.
- Planning proposals, gap analysis, and feasibility studies.
- RTP funds will not be used to provide sidewalks along or adjacent to public roads or streets, unless it can be clearly demonstrated that the sidewalk is needed to complete a critical missing link between other existing recreational trails.
- Appraisal and legal fees associated with acquisition projects
- Advertising or promotional expenditures.
- Food and/or lodging for volunteers or others working on a project.
- Administrative/indirect costs
- Purchase of equipment where the primary use is other than recreational trail construction, maintenance or rehabilitation

PROJECT CLASSIFICATION & CATEGORIES

Classification:

Grant applications will be classified as rehabilitation/maintenance, new, or a combination of these two classes or acquisition:

Rehabilitation/maintenance Projects-Projects that significantly contribute to the renovation and improvement of existing trail corridors, especially those trails where intensive use has caused resource deterioration or where storm damage has occurred.

New Construction Projects-Proposals that involve construction of new trails or trailside and trailhead facilities.

Combination Projects-Proposals involving both rehabilitation/maintenance elements with new construction and may involve acquisition.

Acquisition- Projects involving fee simple or easement acquisition for trails, trail systems, or for trail corridors.

Categories:

RTP Legislation (23 U.S.C. 206) requires that States use 40 percent of their funds apportioned in a fiscal year for diverse recreational trail use, 30 percent for motorized recreation, and 30 percent for non-motorized recreation. The diverse, motorized, and non-motorized percentages are minimum requirements that must be met.

To provide flexibility in RTP project selection, FHWA established five categories to account for the 40-30-30 requirements:

1. **Non-motorized project for a single use:** A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, or equestrian only. RTP projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature interpretation, backpacking, etc.) constitute a single use for the purposes of this category.
2. **Non-motorized diverse use project:** A project primarily intended to benefit more than one mode of non-motorized recreational use such as: walking, bicycling, and skating; both pedestrian and equestrian use; or pedestrian use in summer and cross-country ski use in winter.
3. **Diverse use project including both motorized and non-motorized uses:** A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes projects where motorized use is permitted, but is not the predominant beneficiary. This category includes RTP projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.
4. **Motorized single use project:** A project primarily intended to benefit only one mode of motorized recreational use. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.
5. **Motorized diverse use project:** A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in summer and snowmobile use in winter. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

GRANT REQUEST AMOUNTS

The program requires a 20% matching share from the applicant. The maximum grant request is \$200,000 (\$250,000 minimum total project cost), and the minimum grant request is \$25,000 (minimum \$31,250 total project cost). The applicant must demonstrate the ability to fund the project while seeking periodic reimbursements through the program.

MATCHING FUNDS REQUIRED

Recreational Trails Program reimburses 80% of the total project cost. The remaining 20% must come from the applicant. This 20% contribution is called the match.

Allowable matches can include donation of private funds, materials, equipment and services at fair market value, and charges incurred by government entities. Other allowable matching costs are land acquisition, materials, equipment, services and force account (in-kind labor) approved specifically for the project. **The value of donated labor and materials cannot serve as a total match for a trail proposal, but can be a portion of the total project cost.**

The matching share can include federal funds other than RTP funds. Other federal funds may be credited if expended on an eligible project in accordance with the requirements of that particular funding program. **In cases where federal funds are pledged as part of the RTP project match, the combined total of RTP grant funds requested and other federal matching share funds may not exceed 95% of total project costs. A minimum of 5% of the project cost must come from state, local or private sources.**

For example, a total project cost of \$100,000 requires that the applicant provide at least \$20,000 in match (the RTP amount is \$80,000). To keep with the 95% federal source rule, the applicant may use \$15,000 of eligible federal sources as a match (other than RTP funds) and must provide \$5,000 of non-federal funds.

If using other grants as a source of match for the RTP application, the name of the grant, grant agreement number, approval and termination dates and awarding agency name must be provided. **Pending grant awards are not eligible as a match.** Note that projects that are only eligible for funding through the RTP will be given preference.

The maximum grant request amount must not exceed 80% of total cost including donated value of materials and labor. The actual grant amount reimbursed will vary based on the amount of actual dollars spent.

The following guidelines should be used for determining the value of the various match contributions:

Paid Labor: For personnel that will be paid for their work, estimate the number of required personnel hours directly applicable to the proposed project and multiply by their hourly wage.

Volunteer: Estimate the number of volunteer hours required for each task and multiply by \$22.03 (www.independentsector.org), the recognized dollar value of volunteer time in Virginia. This value includes 12% for fringe benefits. For volunteers age 16 and younger, use the state minimum wage per hour. Applicants must submit and retain individual time records signed by all volunteers

In Kind and Skilled volunteer labor and/or services should be calculated as follows: Skilled volunteers are those who are professionally skilled in the work that is being

performed. The rate for skilled volunteers is equal to what the individual is normally paid for the service. Individual time records signed by the skilled volunteer and provide evidence of the rate the skilled volunteer charges professionally must be retained and submitted. In Kind professional contributions to a project should be calculated based on what the individual is normally paid and documented on time records as previously indicated.

Donated Materials and Services: The retail value of any donated goods and/or services is also eligible for the match. Estimate the value of these items for your application. Ask whomever is donating the item what it would cost if you were to purchase it. Note that donations of existing State or local government right-of-way cannot be credited toward the local match. Please include letters of commitment with the grant application showing the donors' intent to make the contribution to the project.

Purchased Materials and Services: The actual cost of any materials, equipment, tools or services purchased directly for the trail project can count towards the match. Estimate the cost of these items for your application. Obtaining estimates/price quotes from vendors will help you in estimating the cost.

Since the application is prepared prior to starting the project, the values of soft match contributions will be estimates. If your project is selected for funding the match will need to be **documented** with invoices, timesheets, etc. Donated materials, services and volunteer and force account hours must also be documented and will be approved upon award by DCR. The true documented value of the match must equal at least 20% of the total project value before the final grant payment can be made and the grant closed. **Changes to the match must be approved by DCR.**

No matter what the value of the donated materials and labor, the grant reimbursement cannot exceed the value of actual dollars spent or exceed 80% of the total project cost. Donated materials and/or labor may be used toward the match, but reimbursements are limited to 80% of the total paid expenditures.

Examples:

| | |
|---|-----------------|
| # 1 Total Project Cost | \$40,000 |
| Cost of materials, service | 20,000 |
| Cost of city/county work forces (Force Account) | 12,000 |
| Value of private volunteer labor | 8,000 |
| Combined cost of trail project | \$40,000 |

Maximum grant reimbursement on the above project is \$32,000

The maximum approved grant on this project is \$32,000. The sponsor actually spent \$32,000 on materials, services and work forces, and then added the volunteer labor to the local match to receive the full grant reimbursement of \$32,000.

| | |
|---|-----------------|
| #2 Total Project Cost | \$40,000 |
| Cost of materials, service | 8,000 |
| Cost of city/county work forces (Force Account) | 8,000 |
| Value of donated materials | 12,000 |
| Value of private volunteer labor | 12,000 |
| Combined cost of trail project | \$40,000 |

Maximum grant reimbursement on the above project is \$16,000.

The maximum grant amount approved for this project is \$32,000. The total paid expenditures on the project equal \$16,000. The total value of donated materials and labor is \$24,000. Therefore, the maximum reimbursement grant amount is \$16,000 or the cost of materials, services and work forces.

REIMBURSEMENT PROGRAM

This is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of any item before submitting a request for reimbursement for eligible costs.

Reimbursements will be made only for those items that were approved in the Project Agreement. All reimbursement requests will require signed certification by the grant recipient. The certification is to ensure that the expenditures submitted to DCR are proper and in compliance with the Recreational Trails Program, the FHWA and applicable regulations under 49 CFR. All project sponsors seeking reimbursement are required to submit the required documentation in order to be reimbursed. The final 20% of the total grant amount may be withheld until the project is completed as determined by DCR. Please see the fiscal section of this manual to become apprised of the documentation requirements.

All reimbursement documentation must be suitable for audit.

The U.S Office of Management and Budget (OMB) has issued Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations that requires states assume responsibility for complying with federal requirements when they accept federal funds. When a state agency or department becomes a pass-through entity by granting federal funds to a non-state organization, federal agencies hold the state agency responsible for the non-state organization's (sponsor's) compliance with federal grant requirements.

One compliance issue is the requirement that a non-federal entity will have its applicable records audited if it expends \$300,000 or more in federal assistance in a year (this threshold has been increased to \$500,000 effective for fiscal years ending after December 31, 2003). In order to comply with Circular A-133 monitoring requirements at the state level, all entities receiving federally funded grant awards must submit a copy of form SF-SAC, available online at <http://harvester.census.gov/fac/collect/2004FormAndInstruct.pdf> to DCR at 203 Governor Street, Suite 326, Richmond, VA 23219. Questions about the single audit form are also available online at <http://harvester.census.gov/fac/FAQ.htm>

THE GRANT PROCESS

The grant process is a two step process: Submission of the RTP Application followed by the Environmental Review phase.

During both phases of review, the RTP Administrator may contact the applicant for additional information, such as photographs of trail corridor, rehabilitation sites, mapping etc. The information will be used to move the proposal through the review phases.

Failure to submit the requested information within the designated time frame (minimum turn around time may be as little as 48 hours) will remove the proposal from further consideration for funding.

- RTP Applications must be submitted to DCR **no later than 4:00 pm on 13 April 2012. Packets received after this time and date will not be considered.**
- Submit 8 hard copies and one electronic copy of the required attachments on CD to

Recreational Trails Program
Virginia Department of Conservation & Recreation
203 Governor Street, Suite 326
Richmond, VA 23219

All images, text and mapping on the CD should be capable of being copied and pasted into power point presentations created by DCR for moving the project through the review process.

- Projects will be reviewed by DCR staff for eligibility. Eligible projects will be forwarded to the Virginia Recreational Trail Advisory Committee for review, comment and recommendation for advancing to the second phase. Projects will be selected based on published scoring criteria. See the appendices.
- Applicants will receive notice on RTP Application status, whether selected for advancement to the second phase of review or not selected.
- Projects selected for the Environmental Review phase must submit the required documentation by the announced deadline.
- Because the RTP is a federally funded program, applicants must provide evidence of compliance with the National Environmental Policy Act, Endangered Species Act, and Historic Preservation Act. Evidence of this compliance is required as part of the Environmental Review Phase. Projects occurring in the Coastal Zone must demonstrate compliance with the Coastal Zone Management Act. **All costs associated with the Environmental Review phase are the responsibility of the applicant.**
- For those projects awarded RTP funding, the environmental review costs *may* be submitted for reimbursement provided the expenditures are properly documented

and have been incurred no more than 12 months prior to formal grant approval, included in the budget submitted with the grant application and do not exceed 5% of the grant award amount.

- All costs incurred by a grant recipient prior to receipt of a fully executed project agreement (except those noted above) are *ineligible* for funding reimbursement.

GRANT TIMELINE

| | |
|--------------------------|--|
| 13 April 2012 | RTP Application is due no later than 4:00 pm. Applications received after this time and date will not be considered. |
| April - June 2012 | RTP Applications will be screened for eligibility and forwarded to the Virginia Recreational Trail Advisory Committee for review, comment, scoring and recommendation for funding dependent upon information obtained during the Environmental Review Phase. |
| June – September 2012 | Select applicants will be contacted for pre-approval site visits. All applicants will be notified of status. Projects selected to proceed to Environmental Review phase will be given a set deadline to submit evidence of compliance with the Endangered Species Act, National Historic Preservation Act and National Environmental Policy Act. Applicants that fail to submit the required documentation by the announced deadline will become ineligible for funding. The Environmental Review information will be reviewed to determine the appropriate NEPA pathway, project readiness, and impact to the environment for recommendation to the FHWA for approval. Select applicants will be contacted for pre-approval site visits. Projects fulfilling the intent of the RTP that can be completed within the program time constraints and in harmony with the mission of the Virginia Department of Conservation and Recreation will be submitted to FHWA for formal approval. |
| September- December 2012 | Review and approval of projects by FHWA. Upon FHWA approval, sponsors will meet with the RTP Administrator for signing of RTP Project Agreements, and discussion of Grant Administration requirements. |

Instructions for submitting the RTP Application

The RTP Application is available on the Department of Conservation & Recreation website at http://www.dcr.virginia.gov/recreational_planning/trailfnd.shtml.

The application is a fillable form. Questions are answered by checking the appropriate box, filling in the blank or in narrative form. All questions should be answered in the space available. Please do not attach pages to the application. The only attachments to the application are those listed in the document. Failure to follow these instructions will disqualify the application. Please call the program administrator with questions.

Eight copies of the RTP Application including the requested attachments along with one CD containing a complete RTP Application should be submitted to DCR no later than 4:30 pm on **13 April 2012**. Send applications to Virginia Recreational Trails Program, Department of Conservation & Recreation, 203 Governor Street, Suite 326, Richmond, Virginia 23219. Emailed applications will not be considered for funding.

Instructions for submitting the Environmental Phase II Documentation.

Only those applicants who have been notified by the Department of Conservation & Recreation that their project has advanced to the second phase of review are required to submit the Environmental Review Phase II documentation to DCR.

Information regarding the required consultations and documentation associated with the Environmental Review phase of the grant cycle is contained in the appendices of this document. A workshop will be held for applicants advancing to the second phase to assist them in understanding the process and requirements. The deadline for submission of the documentation will be announced at the workshop.

It is imperative that applicants begin the required coordination with state and federal agencies immediately after the workshop in order to meet the announced deadline. Failure to submit the documentation by the announced deadline will remove the project from consideration for funding.

Administering Recreational Trails Program Grants

Reporting Requirements

The Recreational Trails Program grant recipient must submit quarterly reports on or before the last day of each quarter providing the status of the trail project. Reports are due March 31st, June 30th, September 30th and December 31st. It is the responsibility of the project sponsor to submit the status reports to DCR. Failure to submit reports may result in rescission of your grant. The report should be emailed to Synthia.Waymack@dcr.virginia.gov. Be sure to reference the grant number and name in the subject line of the email.

The report should address the following topics:

1. A narrative describing the status of the work required under the scope of the project agreement, including the percent of work completed.
2. Other pertinent information including, when appropriate, analysis and explanation of cost overruns, time schedule delays and other similar problems encountered and their expected impact on the project, etc.
3. A listing of completed elements and anticipated completion dates for elements associated with the scope of work.
4. If no activity has occurred within the quarter, an explanation as to why no work has been conducted must be given in detail.

Accounting Procedures

The grant recipient should establish appropriate internal control procedures. Purchase orders, receiving reports, invoices, vouchers and other data showing proof of purchase and payment should be identified as being chargeable to the Recreational Trails Program project. Payments should be made by check, if possible.

The cost of supplies and materials issued from the grant recipient's stock must be supported by requisitions or similar documents. The costs for supplies and materials purchased specifically for project use must be supported by an invoice and cross-referenced to the check used in making payments. Signed receipts are required for payments made by cash. Duties should be distributed so that persons who have authorization to place orders should not have authorization to make payments.

An authorized official should sign payrolls. Salaries paid (gross amount) must be supported by time and attendance records or other records that show evidence of the time spent on each element by each employee. Reference should appear on the document as to the checks issued in payment of salaries. An auditor normally would review the time and

attendance report, verify the cost to the applicable payroll voucher, and review the canceled check to ensure that the employee had received payment.

In the use of force account equipment, the cost is reimbursable if a schedule of the rates and formula used in determining the rates are forwarded to DCR for review and approval **prior to the start of work**. Hourly-use records must be maintained for each piece of equipment used. Agencies, which do not have cost-accounting systems, may use Virginia Department of Transportation rates, U. S. Forest Service rates or other documented rates, providing such rates are reasonable and meet prior approval from DCR.

The grant recipient must absorb administration fees and indirect costs.

One person should be assigned as the project coordinator. This person will then have the overall responsibility for the acquisition and/or all construction, for project cost accounting, and for submitting bills to the Department of Conservation & Recreation (DCR) for reimbursement.

It is desirable that accounting procedures followed by the grant recipient to be in written form. This is not mandatory but would be helpful to accounting personnel, as well as to auditors, so that all interested individuals are informed of the prescribed procedures established by the project sponsor.

Purchases/Contracts

Funding for the Recreational Trails Program is made possible through the, Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU). SAFETEA-LU places significant emphasis on increasing opportunities for Disadvantaged Business Enterprises (DBE) as outlined in 49 CFR Part 26, as amended. Since the Recreational Trail Program (RTP) is included in the SAFETEA-LU, the DBE requirement applies to the program.

DCR requires that all grant recipients take appropriate and reasonable steps to make a good faith effort to provide DBEs with the maximum opportunity to compete for and perform contracts for trail projects receiving aid through the program. For details on the policy and procedure for compliance with this requirement please refer to Appendix D. The grant recipients shall not discriminate on the basis of race, color, sex or national origin, in the award of RTP funded projects.

Purchase of supplies, equipment or services must be in accordance with the Virginia Public Procurement Act and/or each locality's procurement requirements, which may be more stringent. Non-profit trail organizations are also required to be in compliance with the Virginia Procurement Act. Non-profit organizations should use the Grantee Procurement Guidelines provided in Appendix E, for reference on their projects.

Bid documentation must contain notice that the purchase or service is being offered or performed in accordance with the Recreational Trails Program and the Compliance Guidance in the United States Department of Transportation regulations in 49 CFR and applicable parts 18. 19 and 26, as amended.

Cost plus agreements are not allowed and will not be considered eligible for reimbursement.

Grant recipients are responsible for ensuring that all contracts are in compliance with federal and state laws concerning the solicitation of supplies, equipment and services. Compliance with the federal Davis Bacon Act is not required unless the trail project is within a highway right-of-way area.

All bid proposals must be approved by DCR prior to awarding and signing of contracts.

Prior to the start of work on a project, a copy of the advertisement for bid, a spreadsheet showing the lowest bidder, evidence of the good faith effort for including DBEs in the bid process and a copy of the executed contract must be submitted to DCR.

Project work shall not be awarded to any vendor which is debarred or suspended or is otherwise excluded for or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension." This includes the Virginia Recreational Trails Program.

Acquisition Projects

Grant project recipients that have been approved for property acquisition must comply with the Uniform Appraisal Standards For Federal Land Acquisition. DCR must be contacted prior to the purchase of the property to ensure proper compliance before the property is acquired. All acquisition projects will require a restrictive covenant be placed in the deed securing the use of the property in perpetuity for public outdoor recreational uses.

Reimbursement Program

This is a reimbursement program; therefore, the grant recipient must pay 100% of the cost of any item before submitting a request for reimbursement for eligible costs. Only expenses incurred during the project agreement period are eligible for funding.

Requests for reimbursement of grant funds must be submitted no less than once per year on completed work that has been paid by the local sponsor. Reimbursements will be made only for those items that were approved in the project agreement. **All** reimbursement requests will require certification signed by the chief administrative or financial officer for the project sponsor. The certification is to ensure that the expenditures submitted to DCR are proper and in compliance with the Recreational Trails Program, FHWA rules and applicable regulations under 49 CFR, and that the cost incurred is for the work described in the approved Project Agreement. **All** project sponsors seeking reimbursement are required to submit the proper documentation. All reimbursement documentation must be suitable for audit. See page 11, for Office of Management and Budget requirements regarding the Single Audit Process.

The final 20% of the total grant amount will be withheld until the project is completed as determined by DCR.

Reimbursement Documentation

1. Transmittal Letter
2. Copies of expenditures, i.e., copies (not originals) of invoices and canceled checks (front and back) for payments on eligible expenditures covered under the approved project scope of work.
3. Certification Payment Form (must be signed and dated)
4. Data Sheet For Purchases and Services
5. Volunteer, Force Account, and Donated Resources Documentation (If such use has prior approval) to include:
 - a) Time and Attendance Records Form
 - b) Daily Equipment Record Form
6. If the reimbursement involves acquisition cost, additional documentation must include:
 - Prior approval of appraisals and reviews
 - Evidence of title - attorney's opinion, title insurance, or other means considered reasonable and adequate
 - A survey plat of the area
 - Statement of difference in value, if purchase price is different from appraised value
 - Ten-year history of conveyance, if not included in appraisal

Copies of the items listed in 4, 5, and 6 are provided in Appendix F. Should you have forms you wish to use instead please contact the DCR Recreational Trail Program Administrator for approval.

Final Reimbursement Requests

Prior to receiving the final reimbursement on a project, DCR must perform a site inspection of the completed work. Final reimbursement requests must be made in writing within 90 days of project expiration date. No reimbursement will be made to the project sponsor if this 90 day requirement is not met.

Project Period

The project period will be included in the grant agreement and usually has a three-year life.

Project Extensions

Extensions of the project period result in an increased financial tracking, reporting and management workload. Extensions will only be considered when there are circumstances beyond the control of the project sponsor (severe weather events, etc.) and if appropriate justification is provided. Extensions may also be denied on the constraints of the grant program guidelines or the source of funding. Please see Recreational Trail Policy included in the appendices.

Appendix A

Designated Trails List

Federally Designated Trails in Virginia

National Recreation Trails

Virginia Creeper Trail (Virginia Creeper Trail Club, National Park Service US Forest Service)
DeHart Mountain Trail (DeHart Botanical Gardens)
New River Trail State Park (Department of Conservation & Recreation)
Algonkian Regional Park Sanctuary Trail (Northern Virginia Regional Park Authority)
The Massanutten Mountain Trail (US Forest Service)
Buffalo Creek Nature Area (Westvaco)
Rivanna Trail (Rivanna Trails Foundation)
Bull Run-Occoquan Trail (Northern Virginia Regional Park Authority)
Apple Orchard Falls (US Forest Service)
Hoop Hole (US Forest Service)
Sprouts Run (US Forest Service)
Jack-o'-Lantern Branch Heritage Trail (National Park Service)
Washington and Old Dominion (W&OD) Trail (Northern Virginia Regional Park Authority)
Wild Oak Trail (US Forest Service)
Cornelius Creek (US Forest Service)
Blackwater Creek (Lynchburg)
Cascades (US Forest Service)
Flat Top-Falling Water Cascade (National Park Service)
Little Stony Creek (US Forest Service)
Mount Rogers (US Forest Service)
Mountain Laurel (National Wildlife Federation)
Petersburg Battlefield (Petersburg National Battlefield)
Pine Mountain (US Forest Service)
Rock Castle Gorge (National Park Service)
Seashore State Park (Department of Conservation & Recreation)
Spotsylvania Battlefield (Fredericksburg & Spotsylvania Memorial NMP)
Potomac River Water Trail
The Lion's Tale (US Forest Service)
Fairfax Cross County Trail (Fairfax County Park Authority)

National Historic and Scenic Trails

Appalachian National Scenic Trail
Potomac Heritage National Scenic Trail
Overmountain Victory National Historic Trail
Captain John Smith Chesapeake National Historic Trail

National Millennium Trail

East Coast Greenway
Appalachian National Scenic Trail
Civil War Discovery Trail
The Underground Railroad

Millennium Legacy Trail

New River Trail State Park

Community Millennium Trail

James River Heritage Trail (Blackwater Creek)
African American Trails-Charlottesville
Alexandria Heritage Trail-Alexandria
Bay View Trail-Lorton
Bicentennial Trail-Blacksburg
Bridle Trails-Sky Meadows State Park-Paris
Civil War Discovery Trail-Arlington
Fairfax Cross County Trail
Fluvanna Heritage Trail-Palmyra
Hanging Rock Battlefield Trail-Roanoke
Heart of Appalachia Bike Route and Scenic Drive-Big Stone Gap
Huckleberry Trail-Blacksburg
New River Trail State Park-Foster Falls
Radford Pathways Network Riverway-Radford
Reston Pathway System-Reston
Shady Ridge Trail-Dublin
The Battlefield Trail-Randolph
The Williamsburg Historic Necklace-Williamsburg
Thomas Jefferson Parkway-Charlottesville
Turtle Island Trail-Huddleston
Twin Pinnacle Trail-Mouth of Wilson
Virginia Civil War Trails-Richmond
Washington & Old Dominion Railroad Regional Park-Arlington
White Oak Trail-Newport News
Wytheville Historic District

Appendix B

Letter of Commitment

Template – Letter of Commitment

LETTERHEAD

DATE: (Insert Date)

TO: Department of Conservation and Recreation

FROM: (Insert name of person authorized to commit time and effort.)

RE: Commitment of matching funds/Easement

(Insert name of contributing organization / company) is pleased to support (insert name of applicant) in their efforts to implement the grant project, (insert title of project).

As a partner in this endeavor we commit to providing the following resources and services toward the project as match for a grant from the Department of Conservation and Recreation:

- (Insert bulleted list describing the cash and/or in-kind services provided as match, the source of the match, and the value associated with the match commitment.)
- Cash Contribution –
- Technical Support –
- Construction Funding –
- Equipment Rental –
- Easement –

Please see attached documentation that supports the dollar valuation of the donation.

Sincerely,

(Insert name)
(Insert title)

Appendix C

Disadvantage Business Enterprise (DBE) Policy and Procedures

Department of Conservation & Recreation
Disadvantaged Business Enterprise (DBE) Policy and Plan for Virginia Recreational Trails Program

Initiated August 2006

Policy

Section 110 (b) of the Transportation Equity Act for the 21st Century placed significant emphasis on increasing opportunities for Disadvantaged Business Enterprises (DBE). In 2005, the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) extended this requirement. Since the Recreational Trail Program (RTP) is included in the Transportation Act, the DBE requirement applies to the program.

The Virginia Department of Conservation & Recreation is committed to the proper administration of the Recreational Trail Program including the requirement that Disadvantaged Business Enterprises shall have the maximum opportunity to participate in Recreational Trail Program projects financed, in part, with federal funds.

As such, DCR will require that RTP fund recipients, heretofore called the “Sub-grantee” take all appropriate and reasonable steps to make a good faith effort in this regard for achieving compliance with the provisions of 49 CFR Part 26, to ensure that DBEs are given the maximum opportunity to compete for and perform contracts for RTP projects. The Sub-grantee shall not discriminate on the basis of race, color, sex or national origin, in the award of RTP funded projects.

DEFINITIONS

Definitions as given in 49 CFR Part 26 and 23, as amended and the Virginia Department of Transportation, Civil Rights Division Document, **49 CFR Part 26, as amended**, revised through July 16, 2003 will be used to define to RTP grant recipients the following terms:

- Disadvantaged Business Enterprise (DBE)
- Small Business Concern
- Socially and Economically Disadvantaged Individuals
- Owned and Controlled
- Manufacturer
- Regular Dealer
- Other Socially and Economically Disadvantaged Individuals

COMPLIANCE & PROCEDURE

Federal guidelines require that work performed and materials purchased be done so on a competitive basis and that the bid be awarded to the lowest bidder.

So that a “Good Faith effort” is made on behalf of the RTP DBE Goal DCR will require sub-grantees to

1. Sign Project Agreement that shows (a) the sub-grantee, its agents, employee, assigns, or successors, and any person, firm or agency of whatever nature with whom it may contract or make an agreement, shall comply with the provisions of 49 CFR, Part 26 and Part 23, as amended and (b) that the Sub-grantee shall take appropriate and reasonable steps in accordance with 49 CFR, Part 26, and Part 23 as amended, to ensure that DBE's have an opportunity to compete for and perform on contracts and subcontracts. Sub-grantees will be directed to use the listing of certified DBE firms online at www.DMBE.state.va.us or to contact the Department of Minority Business Enterprises, 200-202 9th Street, 11th Floor, Richmond, Virginia 23219, or 804.786.6585 or 1.800.223.0671 (Virginia Only) for information related to DBEs within the project area.
2. Sub-grantee will be instructed to follow the solicitation requirements of *the Virginia Public Procurement Act* and their local procurement requirements. However, they will be instructed to advertise the bid information in at least one newspaper of general circulation, at least one trade association publication and at least two minority-focused media if available within the bid area.
3. Sub-Grantee will be encouraged to arrange solicitations, presentation of bids, quantities, specifications and delivery of schedules in ways that facilitate DBE and other small business participation. The Sub-grantee may choose in what manner to do this but must describe the process used when submitting bid information and documentation verifying their good-faith DBE efforts.
4. Sub-Grantee will identify as part of their *required* competitive bid documentation all of the DBEs, if any, who participated in the bid process. In addition, sub-grantees will be required to identify the primary location of each DBE contractor identified on their list, the mailing address and the type of work performed by each. You may use the bid spreadsheet provided in Appendix E or one similar to it.
5. Sub-grantee will indicate the DBE participation in the total project expressed as a dollar value.

Appendix D

Procurement Guidelines

PROCUREMENT GUIDELINES

I. GENERAL INFORMATION

This document provides guidelines to be followed by project sponsors for purchases made with grant funding from the Department of Conservation and Recreation. These guidelines address purchases of goods and nonprofessional services, purchases of professional services, Virginia Public Procurement Act exemptions, Disadvantage Business Enterprise requirements and references.

Public purchasing embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the laws of the Recreational Trail Fund Program and the Virginia General Assembly. The intent of the Virginia General Assembly is set forth in the *Virginia Public Procurement Act [VPPA], Title 2.2, Chapter 43 of the Code of Virginia*. According to the VPPA, all public contracts with nongovernmental contractors for the purchase or lease of goods, or for the purchase of services, insurance, or construction, shall be awarded after competitive sealed bidding, or competitive negotiation as required unless otherwise authorized by law.

To the end that public bodies in the Commonwealth obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner, it is the intent of the General Assembly and the Recreational Trails Fund Program that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, and that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor. *[Excerpted content from the VPPA.]*

Any public body whose governing body has adopted alternative procurement policies to meet the VPPA requirements may follow their own established guidelines, assuming they provide for the provisions identified in the VPPA and the federally funded Virginia Recreational Trails Fund Program. The VPPA identifies the following requirements:

- **Small purchases procurements** from \$30,000 - \$50,000 for goods and services, other than professional services, require the written solicitation of a minimum of four bidders.
- **Competitive sealed bidding** or **competitive negotiation** is required for purchases estimated to be over \$50,000; and may be used for lesser amounts.
- Upon a determination in writing that there is only **one source** practicably available for services to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiations.
[Requires DCR approval.]

- Professional services above \$30,000 must be procured by **competitive negotiation**.

The federally funded Recreational Trails Fund program requires

- **Disadvantage Business Enterprise (49 CFR Parts 23 and 26, as amended)** compliance in accordance with 49 CFR Part 26 to ensure qualifying businesses are given maximum opportunity for participating in recreational trail projects. (See Appendix E for DBE procedures)
- **Civil Rights (23 CFR Part 200)** compliance with Title VI of the Civil Rights Act of 1964 and related civil rights laws and regulations. No person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the recipient receives Federal assistance on the grounds of race, color, national origin, or sex. This includes employment and contracting

II. GOODS AND NONPROFESSIONAL SERVICES

Virginia procurement guidelines emphasize the use of competition to the maximum feasible degree. The use of sole source procurements must be limited to instances where it can be demonstrated that only one source is practicably available. Acceptable procurement methods and the associated *VPPA* thresholds and requirements to be followed for the purchase of goods and nonprofessional services with grant funding from the DCR are identified in this section. Definitions for goods and nonprofessional services are below. The nonprofessional services definition is provided as it pertains to building planning, construction and renovation projects.

- **Goods:** All material, equipment, supplies, printing, and automated data processing hardware and software.
- **Nonprofessional Services:** Cost consultants, soils testing, concrete testing, project management, project administration, and other services that may be performed by either licensed or non-licensed architects, engineers or others are considered to be Nonprofessional Services. [*Virginia Construction & Professional Services Manual*.]

A. Small Purchase Procurements (Not to Exceed \$50,000)

Small purchase procedures for single or term contracts for goods and services other than professional services not expected to exceed \$50,000 shall provide for competition wherever practicable. Small purchase procedures that are expected to exceed \$30,000 require the written informal solicitation of a minimum of four bids or offers.

- Over \$5,000 to \$30,000 – Follow procedures established by the public body. Solicitation of a minimum of four bidders is recommended.
- Over \$30,000 to \$50,000 – *VPPA* requires the written informal solicitation of a minimum of four bidders. See example bid solicitation form.

B. Competitive Sealed Bidding (Over \$50,000; And As Preferred)

Purchases of goods and nonprofessional services that will be over \$50,000 must use the following procedures for competitive sealed bidding. Purchases under \$50,000 may select to use this method as preferred.

- 1) Issue a written Invitation for Bid (IFB) containing or incorporating by reference the specifications, contractual terms and conditions, and any requisite qualifications.
- 2) Posting of public notice for at least 10 workdays in designated area, or publication in a newspaper of general circulation, or both.
- 3) Public opening and announcement of all bids received.
- 4) Evaluate all bids based upon requirements set forth in the IFB.
- 5) Award to the lowest responsive and responsible bidder.

Competitive bidding is the preferred method for acquiring goods and nonprofessional services for public use when the estimated cost is over \$50,000. If a competitive bidding is not practicable or fiscally advantageous then competitive negotiation may be used. Details on competitive negotiation guidelines are provided under the Professional Services section that follows.

C. Sole Source

The use of **sole source** procurement must be limited to instance where it can be demonstrated that only one source is practicably available. Competition is not available in a sole source situation. Sole source procurements require written approval from DCR before work can begin. DCR will consider approval of contractor selection based on a previously conducted solicitation or other procedures used as is appropriate and as it directly pertains to the grant-funded project. For sole source approvals, the project sponsor must provide a written request to the DCR Project Manager, documenting the determination that there is only one source practicably available. The sole source approval request must address the following four points:

- 1) Explain why this is the only product or service that can meet the needs of the project sponsor?

- 2) Explain why this vendor is the only practicably available source from which to obtain this product or service?
- 3) Explain why the price is considered reasonable?
- 4) Describe the efforts that were made to get the best possible price?

III. PROFESSIONAL SERVICES

The *Virginia Public Procurement Act* sets forth the general parameters for the procurement of professional services. Further definition of the requirements for procurement of professional services is provided in the *Commonwealth of Virginia: Construction & Professional Services Manual – 2004, Chapter 4: Procurement Procedures for Professional Services*.

The policy of the Commonwealth is to contract with a single entity in acquiring the full range of disciplines necessary to provide the services identified for the project. Once an Architectural / Engineering Firm (A/E) is selected they generally continue to work on the projects even if there are change requests, up to a cap amount. Two state procurement method options are provided in this section for which professional services to be performed under DCR grant projects are to be solicited. The following definition is used for the types of professional services typically required for capital outlay projects and for building planning, construction and renovation projects.

- **Professional:** Land surveyors, geotechnical engineers, soils engineers, or any service requiring the use of a licensed architect, engineer, or surveyor are by state law considered to be and shall be procured as Professional Services.

A. Small Purchase Professional Service (Less Than \$30,000)

The project sponsor should follow purchase procedures for professional services as established by the public body. Provide for competition wherever practicable. A recommended approach for contracts less than \$30,000 is outlined below based on the *Construction & Services Manual*.

- 1) Conduct telephone or personal interviews with representatives from three Architectural / Engineering Firms to determine current personnel qualifications, location relative to the work, expertise, workload, capability to meet the proposed schedule, past performance on similar projects and ability to provide the services within budgeted costs.
- 2) Rank order A/Es or other contractors and negotiate fee for service. Final selection is a judgment call based on the services the firm says they can provide for the given amount. If total fee will be less than \$5,000, it is only necessary to call one qualified A/E.

B. Competitive Negotiation (Professional Services Over \$30,000)

Competitive negotiation is defined in the Virginia Law in the *Virginia Public Procurement Act* and is used to select contractors for professional services expected to be greater than \$30,000, and for smaller amounts as desired. An important aspect of competitive negotiation is that the project sponsor uses a qualification, suitability, and capability based selection process. Factors used in the selection process may include technical expertise, previous experience, adequate staffing, and location of the firm. The selection process is then followed by competitive fee negotiations with the selected offeror. The competitive negotiation method includes:

- 1) Issue a written Request for Proposals (RFP) that contains the specifications, contractual terms and conditions of the procurement, and factors to be used in evaluating proposals. The RFP must include a statement of any requisite qualifications of potential contractors.
- 2) Public notice of the RFP for at least 10 workdays in an area normally used for public notices, and publication in a newspaper of general circulation for the area of the project.
- 3) Receive, evaluate, and rank the respondents based on criteria listed in the RFP.
- 4) Interview two or more of the top ranked respondents who are deemed fully qualified, responsible, and suitable to provide the services. These negotiations are intended to elaborate on their qualifications, performance data, expertise, or alternative concepts. Price shall be considered but need not be the sole determining factor.
- 5) Negotiate fee with the Architectural / Engineering Firm ranked first as to overall suitability and qualifications. If you cannot reach agreement on a fee amount, formally terminate the negotiation in writing, and proceed to the A/E ranked second, third, etc.

IV. VPPA EXEMPTION

The provisions of the *VPPA* do not apply to a number of entities under particular circumstances. Reference Article 3 of the *VPPA* for the full listing. The exemption of the *VPPA* provisions pertaining to nonprofit organizations is excerpted below.

Procurement of any construction or planning and design services for construction by a Virginia nonprofit corporation or organization not otherwise specifically exempted when (i) the planning, design or construction is funded by state appropriations of \$10,000 or less or (ii) the Virginia nonprofit corporation or organization is obligated to conform to procurement procedures that are established

by federal statutes or regulations, whether those federal procedures are in conformance with the provisions of this chapter [VPPA].

V. REFERENCES

Virginia Public Procurement Act. Defined by statute in the Code of Virginia.

Virginia Agency Procurement and Surplus Property Manual. Published by the Virginia Department of General Services, Division of Purchases and Supply.

Virginia Construction & Professional Services Manual (2004). Published by the Virginia Bureau of Capital Outlay Management. Chapter 4 – Procurement Procedures for Professional Services.

Recreational Trails Program Interim Guidance (1999). Published by the Federal Highway Administration, Office of Planning & Environment

Sample Bid Solicitation Form

BID SOLICITATION FORM
(Use of this form is Optional.)

| | | | |
|--|------------------|-----------------------------|------------------|
| DCR Grant Number: | | Date Needed: | |
| Project Sponsor: | | Quotes Solicited By: | |
| Description of Goods or Service to be Provided: <i>Below, provide a description of the goods or services to be provided or attach a copy of the specifications used with the bid solicitation.</i> | | | |
| | | | |
| VENDOR DETAILS | BIDDER #1 | BIDDER #2 | BIDDER #3 |
| Date | | | |
| Vendor's FIN or SSN | | | |
| Vendor's Name | | | |
| Vendor Address | | | |
| Certified DBE ? | | | |
| Contact Person | | | |
| Phone Number | | | |
| Email Address | | | |
| FACTORS/BID INFO: | BIDDER #1 | BIDDER #2 | BIDDER #3 |
| Labor Costs | \$ | \$ | \$ |
| Materials Costs | \$ | \$ | \$ |
| Total Bid Price | \$ | \$ | \$ |
| Payment Terms | | | |
| Performance Period | | | |
| | | | |
| Comments: <i>(Use if unable to obtain four bids or to justify not using low bidder.)</i> | | | |
| | | | |

Appendix E

Reimbursement Forms

VIRGINIA DEPARTMENT OF CONSERVATION AND RECREATION

**VIRGINIA RECREATIONAL TRAIL FUND
CERTIFICATION/REIMBURSEMENT FORM
BILLING SUMMARY**

| | |
|------------------|-----------------|
| Project Name: | Project Number: |
| Project Sponsor: | Request Number: |

| | |
|-----------------------------|----|
| Architectural/Engineering | \$ |
| Construction & Improvements | \$ |
| Other | \$ |
| Total Cost | \$ |
| Local Cost | \$ |
| Grant Cost | \$ |

CERTIFICATION: I certify that, to the best of my knowledge and belief, the billed costs of reimbursement on the attached documents are in accordance with the terms of the project agreement and that the reimbursement represents the reimbursement share due, which has not been previously requested, and that an inspection has been performed and all work is in accordance with the terms of the grant. In addition, I certify compliance with applicable federal and state regulations including, but not limited to, The Virginia Public Procurement Act, Federal and State Environmental Laws and Regulations, and, as applicable, Federal OMB Circulars A-87, A-123 or 122 and A-133.

Type Name Title and Agency

Signature Date

DATA SHEET
PURCHASES AND SERVICES

Project No. _____
Reimbursement No. _____

PROJECT NAME: _____

(Check one of the following)

Progress ()

Final Billing ()

| DATE PAID | INVOICE NUMBER | VENDOR | ITEM | AMOUNT | CHECK NUMBER |
|---------------|-------------------|--------|------|--------|--------------|
| | | | | | |
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| | | | | | |
| TOTAL COST | | | | \$ | |

| DAILY EQUIPMENT RECORD | | |
|------------------------|----------|-------|
| Date Used: | | |
| Description | Model #: | Type: |
| Time | From: | To: |
| Project Number: | | |
| Account Number: | | |
| Description of Work: | | |
| Driver's Signature | | |
| Supervisor's Signature | | |

Reminder: In the use of force account equipment, the cost is reimbursable if a schedule of the rates and formula used in determining the rates are forwarded to DCR for review and approval prior to the start of work. Hourly-use records must be maintained for each piece of equipment used. Agencies, which do not have cost-accounting systems, may use Virginia Department of Transportation rates or other documented rates providing such rates are reasonable and meet prior approval from DCR for each piece of equipment used. Documentation supporting the rates used must be submitted with reimbursement request.

Appendix F

Extension Policy

Virginia Recreational Trails Program Policy for Considering Requests for Extension of Grant Agreements (09-2006)

Overview

Grant agreement extensions result in an increased financial tracking, reporting and project management workload. Therefore, extensions will only be considered when there are circumstances beyond the control of the Grantee and if appropriate justification is provided. Extensions may also be denied on the constraints of the grant program guidelines or the federal funding source.

Policy

Grant agreement extensions may be considered, on a case by case basis based on the following conditions:

1. Unforeseeable *severe* weather conditions prevented project implementation as scheduled;
2. Unexpected staff turnover during the project period and after beginning construction, which required that new personnel be hired or trained in order to meet project deliverables;
3. Delays due to unexpected environmental concerns encountered during construction.

Conditions that do not warrant a grant agreement extension include but are not limited to:

1. Project delays resulting from lack of attention;
2. Unexpected staff turnover during the project period and before the beginning of construction;
3. Extension request on projects where sponsor has not met program reporting requirements;
4. Failure to complete project deliverables in accordance with the project schedule established in grant application and Project Agreement scope of work.

Administrative Procedure

At least 90 days prior to the agreement expiration date, the Grantee provides a written request to the Virginia Recreational Trails Grant Administrator that specifies the reason for the grant extension and the necessary time period needed to complete project. Extensions are made in one year increments. Only one extension request per grant agreement will be considered. The Virginia Recreational Trail Grant Administrator will forward the request to the Division of Planning & Recreation Resources Director with a recommendation to support or not-support the extension. If an extension is approved, the Virginia Recreational Trails Grant Administrator will prepare an Amendment to the Project Agreement (two copies) for signature by the Grantee and Division of Planning & Recreation Resources Director.

Appendix G

Other SAFETEA-Lu Funding Programs

Transportation Enhancement Grants

- Administered by the Virginia Department of Transportation
- Projects must relate to surface transportation (See VDOT website <http://www.virginiadot.org/business/prehancegrants.asp>)
- Projects must fall under one of the following categories: Bicycle and Pedestrian (bike lanes, pedestrian facilities, sidewalks, crosswalks, trails, etc.); Landscaping and Beautification (streetscaping, lighting, gateways, etc); Environmental Mitigation; Provision of Wildlife Connectivity (detention basins, channel stabilization, river cleanups, etc).

Safe Routes to School

- Administered by the Virginia Department of Transportation
- Purpose is to improve the ability of primary and middle school students to walk and bicycle safely to school.
- Funding may be used to provide infrastructure improvements within a 2 mile radius of targeted schools.
- See VDOT website at http://www.vdot.virginia.gov/programs/ted_Rt2_school_pro.asp

Congestion Mitigation and Air Quality

- Administered by the Federal Highway Administration
- CMAQ may funding for trail projects provided that the trail will help lead to a net reduction in the number of vehicle miles traveled (VMT).
- Each year, money is allocated to each Metropolitan Planning Organization (MPO) within a non-attainment or maintenance urban area. The MPO then distributes the money among the various projects.
- See the Research and Innovative Technology Association · U. S. Department of Transportation Website for a list of MPOs in Virginia at http://www.bts.gov/external_links/government/metropolitan_planning_organizations.html

Appendix H

Environmental Review

And

Public Commenting Phase

PHASE II ENVIRONMENTAL REVIEW AND PUBLIC COMMENT

Only those applicants that have been notified of advancement to the second phase of the RTP grant cycle should complete this application.

The purpose of the environmental review is to provide information about Recreational Trails Program assistance proposals submitted for review and decision. The environmental documentation becomes part of the “federal administrative record” for the program and its implementing regulations. Phase I of the RTP grant cycle captures administrative and descriptive details enabling both DCR and FHWA to understand the proposal. Phase II of the RTP grant cycle is designed to indicate the resources that could be impacted by the proposal. Identifying these resources helps identify which National Environmental Policy Act pathway should be pursued: 1) a recommendation for a Categorical Exclusion (CE), 2) production of an Environmental Assessment (EA), or 3) production of an Environmental Impact Statement (EIS).

Proposals submitted for funding through the RTP program for federal decision and approval must be constructed in accordance with all applicable federal, state and local laws and regulations.

The federal legislation that coordinates the consideration of the potential for impacts to the human environment as a result of a federal action is the National Environmental Policy Act (NEPA). The National Environmental Policy Act (NEPA) of 1969, as amended, is landmark environmental protection legislation establishing as a goal for federal decision-making a balance between use and preservation of natural and cultural resources. RTP proposals are considered federal actions because the funding for the program is federal. The NEPA process coordinates compliance with applicable related federal, state, and local environmental requirements such as the Endangered Species Act, Historic Preservation Act and Coastal Zone Management Act.

NEPA requires: 1) studies of the impacts of and alternatives to proposed federal actions, 2) the information contained in such studies to be used in deciding whether to proceed with the actions; and, 3) public comment.

To demonstrate compliance with public comment requirement of NEPA, public input to the proposed project must be solicited through a legal ad in a daily newspaper with the widest circulation in the immediate project area. This ad should run for a minimum of one day with at least 30 days allowed for the public to comment. The notice must include a brief description of the proposed project with the name, address, and contact information of the applicant. Comments should be provided in writing. Evidence of this public comment must be included in the PDESA submission.

To satisfy evidence of a public comment period, the applicant must include the following information with the Phase II, Environmental Review and Public Comment submission to DCR:

- a) a photocopy of the legal advertisement showing the date on which it ran in the newspaper.
- b) Describe the total public involvement for this project beyond the legal ad.
- c) Describe the nature of the public comments received during the official public comment period. Tally numbers of comments in support of the project and the numbers against.

- d) Summarize the most important comments received and your responses to these comments. For example, if a reviewer made suggestions on how the project could be made better, how did you respond to that suggestion? Submit this summary with the Phase II Environmental Review and Public Comment Submission to DCR.
- e) Describe any changes to the project design or scope of work based on public input.
- f) Comments received and made must be available to DCR for review upon request

For RTP proposals, the NEPA process coordinates compliance with **separate** but related federal, state, and local environmental requirements as applicable.

At a minimum, compliance by the applicant with the following federal laws and executive orders shall be coordinated during the NEPA process and should be integrated into the impact analysis required.

National Historic Preservation Act, (NHPA) Section 106, as amended.

Section 106 of NHPA requires the effects of federal actions on historic properties, and to provide State Historic Preservation Officers (SHPO), Tribal Historic Preservation Officers (THPO), and as necessary, the Advisory Council on Historic Preservation a reasonable opportunity to review and comment on these actions. Section 106 review and NEPA are two separate, distinct processes. They can and should occur simultaneously, but one is not a substitute for the other. They should, however, be coordinated to avoid duplication of public involvement or other requirements. The information and mitigation gathered as part of the Section 106 review must be included in the NEPA document, and the Section 106 process must be completed by the applicant before FHWA can sign a categorical exclusion, a finding of no significant impact (FONSI) or a record of decision (ROD) so that the proposal may be approved for a grant.

In Virginia, the Department of Historic Resources (DHR) is the resource agency responsible for issuing determinations regarding compliance with NHPA, Section 106. Applicants must READ and FOLLOW the instructions posted on the DHR website for obtaining a NHPA Section 106 project review. The DHR website with instructions is located at: <http://apps.cao.virginia.gov/epix/default.aspx>. Registration with ePix is required to use the system. Please follow the instructions and answer all required fields. For the purposes of this review, the federal entity is the Federal Highway Administration, the program is the Recreational Trails Program and the Code of Federal Domestic Assistance number is 20.219. Applicants must obtain a letter from DHR that provides a NHPA Section 106 determination and include it with the, Environmental Review submission to DCR.

Endangered Species Act, (ESA) Section 7

Section 7 of the Endangered Species Act (ESA) requires consultation with the U.S. Fish and Wildlife Service or the National Marine Fisheries Service on any action that may affect endangered or threatened species or candidate species, or that may result in adverse modification of critical habitat. For RTP purposes the applicants must carry out this consultation and document that it has occurred.

The U.S. Fish and Wildlife Service – Virginia Field Office has created an online review. The website is http://www.fws.gov/northeast/virginiafield/endspecies/Project_Reviews_Introduction.html. Applicants should READ and FOLLOW the instructions for obtaining a review. Do note that Step 3 of the USFWS process requires coordination with the Virginia Division of Natural Heritage and the Virginia Department of Game and Inland Fisheries. It is recommended that you obtain comments from these two entities prior to starting the USFWS online process to avoid the need to repeat consultations.

Applicants must submit printouts from the USFWS online review process IPAC area, Species Conclusion Table and the supporting documentation along with a USFWS letter that provides an ESA Section 7 determination with the Phase II Environmental submission to DCR.

Virginia Division of Natural Heritage

Instructions for obtaining project review comments from the Virginia Division of Natural Heritage are online at http://www.dcr.virginia.gov/natural_heritage/infoservices.shtml#techserv under “Environmental Review Services” located toward the bottom of the webpage. Applicants may request the review either online or through a mail in form. Please READ and FOLLOW the instructions for obtaining a review. Applicants must include the comment letter received from the Virginia Division of Natural Heritage as part of their Phase II Environmental Review submission to DCR. Additionally, information regarding federally listed species must be included in the USFWS project review as indicated above.

Virginia Department of Game and Inland Fisheries

Instructions for obtaining project review comments from the Virginia Department of Game and Inland Fisheries are online at <http://www.dgif.virginia.gov/environmental-programs/environmental-services-section.asp> under Project and Permit Review Process. Please note that there are several additional types of information DGIF may require in addition to the project description, location coordinates and topographical map showing the project location. It is in the applicant’s best interest to include those items as they are applicable to the specific project to expedite review and comment. Please READ and FOLLOW the instructions for obtaining a review from DGIF. Information about the VaFWIS Initial Project Assessment that is referenced on their website is available at <http://www.dgif.virginia.gov/environmental-programs/fish-and-wildlife-information-section.asp>. Applicants must include the comment letter received from the Virginia Department of Game and Inland Fisheries as part of their Phase II Environmental Review submission to DCR. Information regarding federally listed species must be included in the USFWS project review as indicated above.

Floodplain Management and Wetland Protection, Executive Orders 11988 and 11990

Executive Orders 11988 and 11990 direct the avoidance to the extent possible, the long and short term adverse impacts associated with modifying or occupying floodplains and wetlands. They also require the avoidance of direct or indirect support of floodplain or wetland development whenever there is a practical alternative. For RTP purposes, applicants must comply with this executive order. If implementing the RTP project would result in an adverse impact to a federal or state regulated floodplain or wetland then documentation providing evidence of the applicant’s coordination efforts with responsible state and federal authorities, a description of affected floodplain and wetland resources, alternatives considered to developing in the floodplain and/or wetland, and actions to avoid, minimize and/or mitigate impacts must be included in the Phase II Environmental Review submission to DCR. For proposals involving floodplain areas coordination with local entity responsible for floodplain management is advised to determine potential impacts. For proposals involving wetlands or potential wetlands coordination with the Virginia Department of Environmental Quality, U.S. Army Corps of Engineers and Virginia Marine Resources should be initiated. The Virginia Department of Environmental Quality has general guidance information on wetlands posted at <http://www.deq.state.va.us/wetlands/permitfees.html>.

Coastal Zone Management Act Federal Consistency Determination

Pursuant to the Coastal Zone Management Act (CZMA), federal actions with potential effects on any land or water use or natural resources within Virginia's coastal zone must be consistent with the enforceable policies of the Virginia Coastal Resources Management Program. The federal consistency regulations implement the CZMA requirement that federal actions be consistent with the enforceable policies of a coastal state's federally approved coastal management program, before they can occur. Effects include both direct effects and indirect effects which result from the activity. The Virginia Department of Environmental Quality (DEQ) is responsible for compliance with CZMA and issuing consistency determinations. DEQ has created an online Federal Consistency Information Package. The link to the package is <http://www.deq.state.va.us/eir/federal.html>. Item 3, under Review Procedure addresses federally assisted projects. Applicants with proposals occurring within the Coastal Zone Management Area must request a consistency determination from the DEQ. Please READ the Federal Consistency Information Package and follow the instructions. Please provide a project description which indicates your request for the consistency determination is due to federal funding assistance from the Federal Highway Administration through the Virginia Department of Conservation and Recreation. Include in your request a project location map and a narrative that addresses how the proposed project may affect the nine Enforceable Policies of the Virginia Coastal Resources Management Program. The DEQ fact sheet available at <http://www.deq.state.va.us/export/sites/default/eir/pdf/FederalConsistencyFactSheet.pdf> provides the names of program contacts. Applicants with projects occurring in the Coastal Zone Management Area must include the response letter from the DEQ regarding the Consistency Determination.

Environmental Screening Form

The ESF (environmental screening form) portion of the Environmental Review and Public Comment Phase serves as part of the administrative record that must be submitted to the Federal Highway Administration for their use in choosing the appropriate NEPA "pathway" which must be completed before final action can be taken by the FHWA for formal approval of the grant proposal.

The ESF portion will administratively document 1) a Categorical Exclusion recommendation or 2) the necessity of further environmental review through an Environmental Assessment (EA) or Environmental Impact Statement (EIS) as necessary. In the latter case, the EA (or EIS) must accompany the RTP proposal submission to the FHWA.

Use resource impact information generated during the environmental review coordination with DHR, DEQ, USFWS, DGIF, Virginia Division of Natural Heritage, Floodplain Managers and other subject matters experts as well as recently conducted site inspections to complete the Environmental Screening Form (ESF). The ESF responses should indicate your proposal's potential for **adversely** impacting each resource as determined in environmental review(s). Include brief comments on how each resource could be adversely impacted; any direct, indirect, and cumulative impacts that may occur; and any additional data that still needs to be determined. Also explain any planned mitigation already addressed in previous environmental reviews.

The ESF contains two parts that must be completed:

Part A. Environmental Resources

Part B. Mandatory Criteria

Part A: For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of **potential negative impact** for each listed resource that may occur directly, indirectly and cumulatively as a result of federal approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. If an environmental review has already been conducted on your proposal and is still viable, include the citation including any planned mitigation for each applicable resource, and choose an impact level as mitigated. If the resource does not apply to your proposal, mark NA in the first column. Add any relevant resources (see A.24 on the ESF) if not included in the list.

Use a separate sheet to briefly clarify

Part B: This is a list of mandatory impact criteria that preclude the use of categorical exclusions. If you answer “yes” or “maybe” for any of the mandatory criteria, you must develop an EA or EIS regardless of your answers in Part A. Explain all “yes” and “maybe” answers on a separate sheet.

| A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts. Use a separate sheet to clarify responses per instructions for Part A on page 9. | Not Applicable- Resource does not exist | No/Negligible Impacts- Exists but no or negligible impacts | Minor Impacts | Impacts Exceed Minor EA/EIS required | More Data Needed to Determine Degree of Impact EA/EIS required |
|---|---|--|----------------------|--|--|
| 1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc. | | | | | |
| 2. Air quality | | | | | |
| 3. Sound (noise impacts) | | | | | |
| 4. Water quality/quantity | | | | | |
| 5. Stream flow characteristics | | | | | |
| 6. Marine/estuarine | | | | | |
| 7. Floodplains/wetlands | | | | | |
| 8. Land use/ownership patterns; property values; community livability | | | | | |
| 9. Circulation, transportation | | | | | |
| 10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing | | | | | |
| 11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc. | | | | | |
| 12. Unique or important wildlife/ wildlife habitat | | | | | |
| 13. Unique or important fish/habitat | | | | | |
| 14. Introduce or promote invasive species (plant or animal) | | | | | |
| 15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc. <u>Most conversions exceed minor impacts. See Step 3.B</u> | | | | | |
| 16. Accessibility for populations with disabilities | | | | | |
| 17. Overall aesthetics, special characteristics/features | | | | | |
| 18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc. Attach SHPO/THPO determination. | | | | | |
| 19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure | | | | | |
| 20. Minority and low-income populations | | | | | |
| 21. Energy resources (geothermal, fossil fuels, etc.) | | | | | |
| 22. Other agency or tribal land use plans or policies | | | | | |
| 23. Land/structures with history of contamination/hazardous materials even if remediated | | | | | |
| 24. Other important environmental resources to address. | | | | | |

| B. MANDATORY CRITERIA If your RTP proposal is approved, would it... | Yes | No | To be determined |
|--|------------|-----------|-------------------------|
| 1. Have significant impacts on public health or safety? | | | |
| 2. Have significant impacts on such natural resources and unique geographic characteristics as historic or cultural resources; park, recreation, or refuge lands, wilderness areas; wild or scenic rivers; national natural landmarks; sole or principal drinking water aquifers; prime farmlands; wetlands (E.O. 11990); floodplains (E.O 11988); and other ecologically significant or critical areas. | | | |
| 3. Have highly controversial environmental effects or involve unresolved conflicts concerning alternative uses of available resources [NEPA section 102(2)(E)]? | | | |
| 4. Have highly uncertain and potentially significant environmental effects or involve unique or unknown environmental risks? | | | |
| 5. Establish a precedent for future action or represent a decision in principle about future actions with potentially significant environmental effects? | | | |
| 6. Have a direct relationship to other actions with individually insignificant, but cumulatively significant, environmental effects? | | | |
| 7. Have significant impacts on properties listed or eligible for listing on the National Register of Historic Places, as determined by either the bureau or office.(Attach SHPO/THPO Comments) | | | |
| 8. Have significant impacts on species listed or proposed to be listed on the List of Endangered or Threatened Species, or have significant impacts on designated Critical Habitat for these species. | | | |
| 9. Violate a federal law, or a state, local, or tribal law or requirement imposed for the protection of the environment? | | | |
| 10. Have a disproportionately high and adverse effect on low income or minority populations (Executive Order 12898)? | | | |
| 11. Limit access to and ceremonial use of Indian sacred sites on federal lands by Indian religious practitioners or significantly adversely affect the physical integrity of such sacred sites (Executive Order 13007)? | | | |
| 12. Contribute to the introduction, continued existence, or spread of noxious weeds or non-native invasive species known to occur in the area, or actions that may promote the introduction, growth, or expansion of the range of such species (Federal Noxious Weed Control Act and Executive Order 13112)? | | | |

Environmental Reviewers

The following individual(s) provided input in the completion of the environmental screening form. *List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal in locality compliance file for any future program review and/or audit.*

- 1.
- 2.
- 3.

The following individuals conducted a site inspection to verify field conditions. *List name of inspector(s), title, agency, and date(s) of inspection.*

- 1.
- 2.
- 3.

Applicant Signature:

Date _____

FEDERAL COMPLIANCE FORMS

The following forms must be completed for each grant application and must be signed by the designated local representative for the political jurisdiction requesting the grant. Note: These forms are only available in Acrobat PDF format. You may access these forms by visiting www.dcr.virginia.gov/recreational_planning/vof.shtml.

- [Standard Form \(SF\) – 424 - Application for Federal Assistance](#)
- [SF 424D - Assurances - Construction Programs](#)
- [DI-2010 - Certification Regarding Debarment, Suspension, and Other Responsibility Matters; Drug free Workplace Requirements and Lobbying](#)
- [Taxpayer Identification Form \(W-9\)](#)

Appendix I

Governing Body Resolution

Recreational Trails Program Authorizing Resolution

A resolution authorizing application(s) for federal funding assistance from the Recreational Trails Program (RTP) to the Virginia Department of Conservation & Recreation (DCR).

WHEREAS, under the provisions of RTP, federal funding assistance is requested to aid in financing the cost of construction and rehabilitation of trails and trail related amenities; and

WHEREAS, _____ considers it in the best public interest to complete the trail project described in the application;

NOW, THEREFORE, BE IT RESOLVED that:

1. The _____ [Mayor, Manager, County Administrator, etc.] be authorized to make formal application to DCR for funding assistance;

2. Any fund assistance received be used for implementation and completion of (Elements to be funded) _____ within the specified timeframe ;

3. _____ hereby certifies that project funding is currently available and is committed for this project

4. We are aware that the grant, if approved by DCR and the Federal Highway Administration, will be paid on a reimbursement basis. This means we may only request payment after eligible and allowable costs have already been paid to our vendors and evidence of such has been provided to DCR in the format required.

6. We acknowledge that any property utilizing RTP funding that is not in public ownership provide evidence of landowner permission for use of the property for trail purposes and that the associated easement allowing the use is for a time period comparable to the nature and magnitude of the investment of the federal funds associated with the project.

7. We acknowledge that we are responsible for compliance with the National Environmental Policy Act, Endangered Species Act, Historic Preservation Act and all other applicable state and federal laws;

7. We acknowledge that appropriate opportunity for public comment _____ [has been or will be] provided on this application and evidence of such is a required component for approval.

8. This resolution becomes part of a formal application to the Virginia Department of Conservation & Recreation

This resolution was adopted by _____ during the meeting held:
Location Date

Signed and approved by the following authorized representative:

Signed:

Title:

Date

Attest:

Note the resolution must be signed by Board of Supervisors, County, Town or City Manager

Appendix J

Recreational Trails Program Signature Page

And

Landowner Permission Form

Recreational Trails Program Signature Page

"On behalf of the Project Sponsor, I hereby certify the information contained in the attached application is true and correct.

I understand this application will be rated on the basis of the information submitted and the submission of incorrect data or an incomplete application can result in this application being withdrawn from consideration for funding."

"I hereby certify the applicant will comply with all applicable local, state and Federal laws and regulations." "

I hereby certify the availability of the 20% required share of the total project costs as represented in this application and the ability to currently fund the project while seeking periodic reimbursements."

Signed this _____ day of _____

By _____

Title _____

Attested by _____

Landowner Permission Form

Non-profit organizations applying for RTP funding for a project located on lands managed by a governmental agency must have the approval of the chief executive officer of the affected land managing agency. This approval is to be represented by the signature of the chief executive officer below. Approved this day of By Title For the (Affected Agency)

Signed this _____ day of _____

By _____

Title _____

For the _____

(Name of Land Manager, Agency, etc.)

Appendix K

Recreational Trails Program

2012 Scoring Criteria

2012 Virginia Recreational Trail Program Scoring Criteria

Project Name _____

Primary Criteria:

1. To what extent does the proposal meet the trail needs identified in the *Virginia Outdoors Plan*?

If the trail project is identified by name as a specific need in the Virginia Outdoors Plan and the applicant provided the VOP page number and reference, score 6-7 points.

If the trail project is not mentioned by name as a specific need in the VOP but it addresses a general trail need identified in the VOP, score 0-5 points.

Score: _____

2. Determine the trail designation and score accordingly. (Use RTP Manual Appendices to identify designated trails, etc. If a trail has more than one designation, choose the highest qualifying designation and score accordingly)

If the proposal is for a trail designated as a National Recreation Trail, National Scenic Trail or National Historic Trail, score 7 points

If the proposal is for a National Millennium Trail, or Community Millennium Trail, Score 5 points

Proposals for all other trail types, score 0-4 points.

Score: _____

3. Determine funding programs (Use RTP Manual for summary of funding programs) this proposal is eligible for and score accordingly.

If the proposal is **only** eligible for funding through the Recreational Trails Program, score 7 points

If the proposal is eligible for funding through the Transportation Enhancement Program, Safe Routes to School Program, or Congestion Mitigation and Air Quality Improvement Program, score 0 points.

Score: _____

4. Does this project link together **existing** 1) historic sites, 2) cultural areas, 3) scenic areas, 4) recreational sites, 6) neighborhoods, 7) work places, 8) schools, 9) and/or other public attractions? (Score 0-7 points)

Provide Comments:

Score: _____

5. If the project is for trails within a public recreation area (park, forest etc); score 0-7 points while considering the following:

Does the Recreation Area have a regional draw or local draw? Will the trail (s) be multi use? Will the trail(s) meet a high demand single use?

Provide comments:

Score: _____

6. Will the project facilitate access for or increase usage by trail users with disabilities?

If 100% accessibility will be provided, score 10 points

If accessibility will be provided on less than 100% of the trail but the applicant explains why 100% of the trail cannot be accessible AND describes the alternative accessible trail experience that will be provided , score 1 point.

If the application does not address accessibility, score 0 points

Score: _____

7. Determine the degree to which the project provides evidence of support.
(Some projects may show evidence of numerous types of support, score once by choosing the highest scoring level that applies)

Provides evidence that the project has been reviewed through a process that involved the affected public such as public meetings and/or public comment periods specifically for the proposal, score 6-10 points

Provides evidence of support demonstrated through letters from citizens, trail groups, etc. score 1-5 points.

If evidence of support is poorly demonstrated, score 0 points

Provide Comments:

Score: _____

8. Determine the Budget Cost Accuracy

If the application includes a cost estimate that appears reasonable and accurate for the activity proposed, score 1-5 points

If the application includes a cost estimate that is not complete, appears over or under budgeted, unrealistic or does not include a cost estimate, score 0 points

Score: _____

9. Using the Project Readiness section of the RTP Application and the required Project Timeline provided for the project, score the Project Readiness of the proposal 0-10 points.

Score: _____

10. Rate the application preparation. In awarding your score consider if the application is well prepared, answering all questions, giving a clear description of what is being accomplished, etc. Score 0-5 points

Score: _____

Maximum Score for items 1-10 = 75 points

Trail Advisory Committee Bonus Points:

1. In addition to the specific criteria scored above, advisory committee members may add up to 15 discretionary points for projects that are felt to be especially well thought out, innovative, and are felt will contribute significantly to needed trail opportunities in Virginia.

Provide Comments:

Score: _____

Program Performance Criteria:

In addition to the above scoring criteria, DCR will score grant applications on the following criteria. Scoring on some of the following items may result in negative points.

1 Is the applicant a project sponsor that has never received recreational trail funds? If yes, does the project sponsor appear to have the capability of managing a federal grant, i.e., government entity or registered 501 3 (c) non-profit operating in Virginia for at least 5 years? If yes to all, score 10 points. If no, score 0 points

2. Has the project sponsor received previous funding through the RTP? If yes, has the sponsor successfully completed the project within original time frame and scope of work? If yes, score 5 points.

If the work has not been completed within original time frame or has had significant reductions in scope of work, score **negative 5 points**.

3. Does the applicant have more than one active grant through this program? If yes, score **negative 2 points**.

4. Would funding this grant application aid in providing adequate geographic distribution of Recreational Trail Program funds in the Commonwealth? If yes, score 5-15 points

5. Does this applicant have unresolved issues with this or any other DCR administered grant programs? (Unresolved conversions, compliance issues, etc.) **If yes, the project will not be considered for funding unless immediate action is made to remedy the unresolved issues.**